

**SAMPLE BUDGET:  
LANDMARKS OF AMERICAN HISTORY AND CULTURE  
WORKSHOPS FOR SCHOOL TEACHERS**

**A. NEH SUMMER SCHOLAR STIPENDS**

Two 1-week workshops, 72 participants @ \$1,200 **\$86,400**

**B. OPERATING COSTS**

**1. Salaries and Wages**

a. Co-director Smith = \$9,000  
Co-director Rivera = \$9,000

b. Two faculty x 2 days each @ \$500/day x 2 workshops = \$4,000  
\$22,000

c. Admin assistant: 5 months x 40% of \$35,000 = \$5,833  
Graduate assistant: \$16/hr x 20/hrs/week x 4 weeks = \$1,280  
On-site assistant: 12 days x \$150 = \$1,800  
\$8,913

**2. Fringe Benefits**

26% of \$22,000 (1a + 1b) = \$5,720  
16% of \$8,913 (1c) = \$1,426  
\$7,146

**3. Consultant Fees**

Four visiting faculty x 1 day each @ \$500/day x 2 workshops = \$4,000  
Two selection committee stipends @ \$250 each = \$500  
\$4,500

**4. Travel**

Two co-directors: 2-day Project Directors Meeting  
2 x airfare = \$1,200  
2 x hotel: 2 days @ \$211 = \$844  
2 x per diem: 2 days @ \$71 = \$284  
Four visiting faculty airfares @ \$600 x 2 workshops = \$4,800  
Per diem: 4 @ \$200 x 1 day x 2 workshops = \$1,600  
\$ 8,728

**5. Supplies and Materials**

DVDs and miscellaneous office supplies = \$1,000  
Materials (72 sets x \$30) = \$2,160  
\$3,160

**6. Services**

Postage = \$500  
Telephone = \$1,000  
Duplicating = \$2,000  
Website and publicity = \$5,000  
Bus rental = \$3,000  
Morning refreshments and water at sites = \$2,000  
\$13,500

**7. Total of item B (Operating Costs, 1-6) only** **\$67,947**

**C. INDIRECT COSTS**

Negotiated rate based on appropriate share of  
"Operating Costs" only (30% of \$67,947) **\$20,384**

**D. AMOUNT REQUESTED FROM NEH:**

**TOTAL PROJECT COSTS (add A, B, & C)** **\$174,731**